

Health and Safety Policy

Name of organisation: ……**Deepdale Pre-school**………………………………………………………………..

Designated person(s): …**Jane Lemon**…………………………………………………………………..

The following statement sets out the health and safety objectives for our pre- school. We:

* will take all reasonable steps to provide safe and healthy conditions for children, staff, volunteers, members of management, visitors and others who may be affected by its activities.
* will ensure compliance with all relevant health and safety legislation.
* accept responsibility as an organiser and will provide adequate resources to implement this policy.
* accept that health, safety and welfare are an integral part of all its activities and will take steps to manage these.
* expects all staff and volunteers to co-operate in complying with all legal obligations and take reasonable care of their own health and safety and have regards to the health and safety of others.
* are committed to providing the necessary information, instruction and training to all employees, volunteers, and children where applicable; and

* are committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation and other changing circumstances.

Responsibilities for implementing and reviewing the organisation’s health and safety policy are detailed below.

**1. Management/Director**

The management has overall responsibility for health and safety. For its part, the management will:

* delegate one person to be the health and safety officer for the organisation.
* This person’s name is **Jane Lemon**
* make sure health and safety issues are paramount;
* make sure adequate resources for health and safety are made available;
* consult with staff and make sure relevant training is carried out; and
* monitor and review the health and safety arrangements.

**2. Named Designated Persons / Leaders**

The named designated person and leader are responsible for day-to-day health, safety and welfare and will:

* develop a safety culture throughout the organisation.
* take day-to-day operational decisions;
* draw up safety procedures;
* make sure staff are aware of their responsibilities;
* make sure that visiting adults working with children are made aware of all relevant agreed health, safety and welfare routines and practices;
* update the Director
* make sure everyone is told about any hazards on site;
* make sure that a system for reporting and recording accidents is in place and monitored;
* make sure that effective arrangements are in force to facilitate ready evacuation of the building in the case of fire or other emergency; and
* monitor effectiveness of procedures.

**The designated person or leader may delegate any of these tasks to named individuals by agreement of all parties**. However, the designated person or leader remains responsible for health, safety and welfare on a day-to-day basis.

**3. Staff and volunteers**

All staff and volunteers will:

* support the implementation of health and safety arrangements as required by health and safety legislation;
* take reasonable care of themselves, children and others;
* make sure, as far as is reasonably practicable, that the setting or work areas are safe;
* report any concerns, shortcomings or near accidents immediately to the designated person or leader, or health and safety officer.
* read the policies and comply with the agreed standards; and
* store potentially dangerous materials safely.

**4. Training**

The health and safety lead has carried out online training about health and safety matters, This information should be passed on to other members of staff and volunteers after the training.

**5. First aid**

The first aid kit is kept on the shelf in the setting and one in the toilet area in the setting which is accessible to all members of staff and volunteers. The health and safety lead is responsible for keeping the first aid kit up-to-date with supplies (This responsibility has been handed to Helena). There must be at least one qualified first-aider on site.

**6. Accidents and dangerous occurrences**

All accidents and injuries, no matter how minor, must be recorded in the accident book which is kept in the draw in the setting. Accidents must be reported to the designated person or leader and the health and safety lead on the appropriate form, (available from the health and safety lead). The settings leader and parents must also be told. The health and safety lead or other appropriate member of staff will complete an accident form as soon as possible. If necessary, the health and safety lead will be responsible for informing the appropriate parties, and for setting up any subsequent enquiry. In an emergency, if a child needs to go to hospital, an ambulance should be called by the health and safety lead or other designated person or leader by dialling 999. Parents or carers will be told immediately. If both the parent and the next emergency contact are unavailable, a member of staff must accompany the child acting in ‘loco parentis’.

**7. Health and safety induction**

The health and safety lead will induct new staff and volunteers to discuss the general health and safety management arrangements and emergency procedures, including this policy.

**8. Monitoring and review of policy**

* The designated person or leader and the health and safety officer will carry out an annual review of the health and safety policy to make sure that new regulations are followed and that the contents of policy remain valid.
* The views of children, and their families, staff, volunteers and members of management will be sought.
* Risk assessments will be carried out by the health and safety lead and the designated person or leader on a regular basis.

**9. Further information**

For more information about any aspect of this policy or on any health and safety issues in general, please contact the health and safety lead on 01937 541188

**10. Forms linked to policy**

Administration of medicines policy/ Procedure for uncollected children or children who go missing / registration and consent form / risk assessments / incident report / Fire and evacuation procedures, manual handling, recording and reporting of an accident or injury

11. **An Emergency Plan** is in place with instructions for emergency evacuation (Grab Bag situated on top drawer cabinet in main setting).